

Quarterly Meter Report Instructions

Please provide appropriate information into numbered spaces (between parenthesis) based on the explanation of each space below.

Utility and meter test period information: (01, 02, 03, 04, 05)

- 01: Utility name,
- 02: Utility address,
- 03: Year of test,
- 04: Mark appropriate quarter,
- 05: Date this form submitted to the PSC.

Number of Meters: (06, 07, 08, 09)

- 06: Number of metered customers for each type of customer whether it is residential, commercial, industrial, wholesale or other,
- 07: Number of non-metered customers for each type of customers as mentioned above,
- 08: Total number of customers for each type horizontally,
- 09: Total up the columns vertically.

Number of Meters and their "As Found" accuracy: (10, 11, 12, 13, 14, 15)

For each meter population group (number of meters in service since last tested), based on "AS FOUND" and factory accuracy results, insert into:

- 10: Number of non-registering meters,
- 11: Number of slow meters,
- 12: Number of fast meters,
- 13: Number of meters in group tested in this test period, this is the total of each group horizontally,
- 14: Number of meters remaining in group to be tested,
- 15: Total up the columns vertically.

Meters Testing Program: (16, 17, 18, 19, 20, 21)

- 16: If you have a periodic meter testing program, check yes,
- 17: If you checked no in space number 16, enter Sample Method Plan and case #,
- 18: Number of meters removed from service and tested this test period,
- 19: Number of new service connections (meters) installed this period,
- 20: Number of total meters tested this period,
- 21: The name of the utility or PSC approved agency doing the meter testing.

Number of Accurate Meters: (22, 23, 24, 25, 26)

- 22: Number of meters tested within the 2%+-error limit in the corresponding column under QUANTITY,
- 23: Number of meters tested fast (more than 2%),
- 24: Number of meters tested slow (less than 2%),
- 25: Number of meters that did not register,
- 26: Percent: for each row, divide the number or QUANTITY of meters by the total number of meters tested for this period in space number 20.

Status of Meter Test Program: (27, 28, 29)

- 27: Number of meters to be tested this year,
- 28: Number of meters tested this year to date,
- 29: Number of meters still to test for this period. This number is obtained by subtracting the number of meters tested to date in space number 28 from the number of meters to be tested for this year in space number 27.

Customer Related Meter Issues: (30, 31, 32, 33, 34, 35, 36, 37)

- 30: Number of tests conducted at customers request,
- 31: Number of tests made at PSC request,
- 32: Number of meters on which refunds were made,

- 33: Total refunds,
- 34: Number of customers billed for slow meters,
- 35: Total refunds billed on slow meters,
- 36: Number of customers billed for non-registering meters,
- 37: Total amount billed for non-registering meters.

Signatures: (38, 39, 40, 41)

- 38: Signature of meter services director,
- 39: Title of meter services director,
- 40: Signature of individual responsible for customer service and refunds,
- 41: Title of same in space number 40.